

DISLOCATED WORKER SPECIAL PROJECT REPORT (ETA 9038)

1. Purpose. The Dislocated Worker Special Project Report (DWSPR) displays cumulative data on Total Availability of Federal Funds and Total Expenditures of Federal Funds, as well as Total Participants, Total Terminations and the socio-economic characteristics of all terminees. Selected information will be aggregated to provide quantitative program accomplishments on a State and national basis.

2. General Instructions. The DWSPR is used to report data for Defense Conversion Adjustment Program (DCAP) and Clean Air Employment Transition Assistance (CAETA) grants. Beginning July 1, 1993 (Program Year 1993), reports for Title III National Reserve grants funded under Section 322 will also be submitted on an individual grant basis on the DWSPR (Sections I and III only).

Grant recipients of DCAP and CAETA funds will submit a DWSPR Section I ONLY (Lines 1 through 11) for each quarter (i.e., ending 9/30; 12/31; 3/31 and 6/30) for the designated duration of the grant and at the completion of the grant. THE REPORT FOR 6/30 AND AT GRANT COMPLETION ALSO WILL PROVIDE CUMULATIVE INFORMATION FOR SECTION II (LINES 12 THROUGH 62) FROM THE DESIGNATED BEGINNING DATE OF THE GRANT THROUGH EACH 6/30 REPORT PERIOD. Therefore, Section II of the DWSPR is to be submitted only for the 6/30 and grant completion reports. Section III should be submitted only at grant completion.

Recipients of Title III National Reserve grants funded under Section 322 will submit data on an individual grant-specific basis on the DWSPR, providing cumulative data from the start of the grant to the end of the reporting period. A separate report should be submitted for each individual grant. States need not aggregate these reports. This includes ongoing grants previously funded, as well as newly funded grants. Reports should be submitted on the same schedule as described above, but only Section I should be completed, since these grants will be included in the Standardized Program Information Report (SPIR). Sections I and III should be submitted at grant completion.

In the cases where funds are provided from two different Program Years, a separate project identifier will be assigned by ETA and a separate DWSPR report will be required for the funds from each Program Year.

For all grants reported on the DWSPR, entries are to be cumulative (except for Line 9, Unexpended Balance, which will be a net figure) from the designated beginning of the project through the end of each report period. Each report period begins on the start date of the grant, as designated in the grant agreement. REPORTS ARE DUE TO THE APPROPRIATE REGIONAL OFFICE NO LATER THAN FORTY-FIVE (45) DAYS AFTER THE END OF EACH PROGRAM QUARTER, i.e., submitted no later than 11/15; 2/15; 5/15; and 8/15. A FINAL REPORT is due once all grant funds are expended, but not later than 90 days after the expiration of the period of fund availability for the grant.

If adjustments are made to data previously reported, a revised report is not required. These adjustments should be reflected in the next scheduled report and an explanation provided in the remarks section.

Grant recipients should submit the DWSPR in the format for electronic submission provided to them by their Regional Office. Those States who have not yet implemented electronic data submission should in the interim provide one hard copy report to the Regional Office.

3. Facsimile of Form. See following page.

4. Instructions for Completing the Dislocated Worker Special Project Report (DWSPR).

- a. Grantee Name and Address. Enter the name and address of the recipient of the grant.
- b. Project ID. Enter the ETA-assigned project identifier. This number will be provided to the grantee upon its receipt of funds or shortly thereafter.

For projects under which funds are received in two funding actions during the same program year, the same identifier will be used and the two funding amounts combined to obtain the total funding for the project.

- c. Report Period. Enter in "From" the designated beginning date of the project, and enter in "To" the ending date of the report period.
- d. Signature and Title (at bottom of page). The authorized official for the grantee recipient signs here and enters his/her title.
- e. Date Signed. Enter the date the report was signed by the authorized official.
- f. Telephone Number. Enter the area code and telephone number of the authorized official.

SPECIAL NOTE: All availability and expenditures entries on the DWSPR will be made to the nearest whole dollar. Negative entries are not acceptable. Expenditures reported on the DWSPR will be compiled on an accrual basis. Accrued expenditure information is to be completed cumulatively for the end of each program report period from the designated beginning of the project.

SECTION I. FUNDS AVAILABLE/EXPENDITURES & PARTICIPANTS/  
TERMINATIONS

This section provides a breakout of availability and expenditures of Federal funds, unexpended balance, total participants and total terminations.

Line 1    Total Federal Funds Available

Enter the total Federal funds available for this project as of the designated beginning of the project. This amount will remain unchanged throughout the project, unless adjusted by ETA (for example, when funding is provided in two parts for emergency grants).

Line 2    Total Accrued Expenditures

Enter the total accrued expenditures of Federal funds from the designated beginning of the project through the end of the reporting period. The entry for Line 2 is the sum of Lines 3 through 8.

Line 3    Basic Readjustment Services

Line 4    Retraining

Line 5    Needs-Related Payments

Line 6    Supportive Services

Line 7    Administration

Line 8    Rapid Response

Enter the accrued expenditures allocable to each of the above cost categories, as appropriate, from the designated beginning of the project through the end of the reporting period. Each line entry is a sub-breakout of Line 2.

Line 9    Unexpended Balance

Enter the difference between Lines 1 and 2 through the end of the report period.

Line 10   Total Participants

Enter the total number of participants who are or were receiving employment, training or services (except post-termination services) from the beginning of the project through the end of the reporting period.

"Participant" means any individual who has: (1) been determined eligible for participation upon intake; and (2) started receiving employment, training, or services (except post-termination services) funded under the Act, following intake. Individuals who receive only

outreach and/or intake and initial assessment services or postprogram follow-up are excluded.

NOTE: Also exclude individuals who receive only Rapid Response Assistance and information, per Section 314(b), provided by the State's Dislocated Worker Unit.

If individuals receive concurrent employment, training and/or services under more than one title/program, they are to be considered participants in both titles/programs for purposes of recording actual number of weeks participated, dollars expended, and other pertinent data. Individuals who initially participate in an activity funded under the DWS project for which the report is being submitted and subsequently participate in any other EDWAA (or non-EDWAA) funded activity, FOR THE COMPLETION OF THE INITIALLY DETERMINED TRAINING OBJECTIVE, may be considered to be concurrent participants in each program. Clean Air, Defense Conversion, "Regular" EDWAA Formula and Discretionary Programs should be considered separate programs.

Line 11 Total Terminations

Enter the total number of participants who terminated (as defined below) from the program during the reporting period. Individuals may be considered participants for up to 90 days after last receipt of Basic Readjustment Services or Retraining, during which time they should, as appropriate, continue to receive supportive services, as provided for in Section 314(c).

"Termination" means the separation of a participant from the program who is no longer receiving Basic Readjustment Services or Retraining. Individuals may be considered participants for up to 90 days after last receipt of Basic Readjustment Services or Retraining, during which time they may continue to receive supportive services, as provided for in Section 314(c)(15), and defined in Section 4(24) of the Act.

Terminees may continue to receive counseling necessary to assist in the retention of employment for not more than 6 months

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following last receipt of Basic Readjustment Services or Retraining.

Participants who have transferred from one title to another, or between programs of the same title, should be recorded as terminations from the title or program of initial participation and included as participants in the title or program in to which they

have transferred. If they are concurrent participants in more than one title or program, the type of termination determined for the final program should be recorded for all programs for these participants.

## SECTION II. TERMINEE OUTCOMES AND CHARACTERISTICS

This section provides information on the number and types of termination outcomes and the characteristics of terminees. Unless otherwise indicated, data reported on the characteristics of terminees should be based on information collected at the time of eligibility determination.

CHARACTERISTICS INFORMATION OBTAINED FOR AN INDIVIDUAL AT THE TIME OF ELIGIBILITY DETERMINATION FOR THE GRANT RECIPIENT'S PROJECT SHOULD NOT BE UPDATED WHEN THE INDIVIDUAL TERMINATES FROM THE PROJECT.

NOTE: Recipients shall ensure that eligible individuals are enrolled within 45 days of the date of application or a new application must be taken (20 CFR 629.1).

### A. OUTCOMES

#### Line 12. Entered Unsubsidized Employment from Retraining

Enter the total number of participants who, at termination, entered full- or part-time unsubsidized employment from Retraining through the end of the reporting period. (These participants may or may not have also received Basic Readjustment Services.) This entry is a sub-breakout of Line 11. NOTE: The entry for Line 12 cannot be greater than the entry for Line 48.

NOTE: Unsubsidized employment means employment not financed from funds provided under the grant or the JTPA Program, and includes, for reporting purposes, entry into the Armed Forces of the U.S.,

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entry into employment in a registered apprenticeship program and terminees who become self-employed.

#### Line 13. Entered Unsubsidized Employment from Basic Readjustment Services ONLY

Enter the total number of participants who, at termination, entered full- or part-time unsubsidized employment through the end of the reporting period and had received Basic Readjustment Services ONLY, i.e., had not received any retraining. This entry is a sub-breakout

of Line 11. NOTE: The entry for Line 13 cannot be greater than the entry for Line 47.

Line 14. Called Back/Remained with the Layoff Employer

Enter the total number of terminees from the grant recipient's project who, after being laid off by an employer, were recalled by that employer to a job at the same or another location through the end of the reporting period. Also include project terminees who remained in a job with an employer after receipt of a layoff notice from that employer. This entry is sub-breakout of Line 11. NOTE: Do not include such terminees in the entry for Lines 12 or 13, above.

Line 15. Transferred to Other Training Program

Enter the total number of terminees who transferred to and entered training programs funded with JTPA or non-JTPA monies, through the end of the reporting period. Also include in this entry terminees who transferred to and entered projects operated by another grant recipient. This entry is a sub-breakout of Line 11.

Line 16. All Other Terminations

Enter the total number of participants who were terminated for reasons other than those in Lines 12 through 15, successful or otherwise, through the end of the reporting period.

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B. TERMINEE CHARACTERISTICS

Line 17. Gender--Male

Line 18. Female

Distribute the terminees by Gender. The sum of Lines 17 and 18 should equal Line 11.

Line 19. Age--29 and Under

Line 20. 30-44

Line 21. 45-54

Line 22.           55 and Over

Distribute the terminees by Age. The sum of Lines 19 through 22 should equal Line 11.

Line 23.   Education Status--Less Than High School

Line 24.                   H.S. Graduate or Equivalent  
                              (no Post-H.S.)

Line 25.                   Post-High School Attendee

Line 26.                   College Graduate and Above

Distribute the terminees by Education Status. The sum of Lines 23 through 25 should equal Line 11. NOTE: Line 26 is a sub-breakout for a specific group included on Line 25.

Line 27.   Race/Ethnic Group--American Indian or Alaska Native

Line 28.                   Asian

Line 29.                   Black or African American

Line 30.                   Hispanic or Latino

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Line 31.                   Native Hawaiian or Other Pacific  
                              Islander

Line 32.                   White

Distribute the total number of terminees by the above Race/Ethnic groups. The sum of Lines 27 through 32 should equal Line 11.

Line 33.   Limited English Language Proficiency

Line 34.   Individual with a Disability

Line 35.   Reading Skills Below 7th Grade Level

Enter the total number of terminees for whom each of the above other barriers to employment apply.



Line 36. U.C. (Unemployment Compensation) Claimant

Enter the total number of terminees for whom the above benefits status classification applies.

Line 37. Unemployed 15 or More Weeks of Prior 26 Weeks

Enter the total number of terminees for whom the above labor force status classification applies.

Line 38. Veteran (Total)

Line 39. Vietnam-Era

Enter the total number of terminees for whom each of the above veteran classifications apply, as defined in Appendix B. Line 39 is a sub-breakout for a specific group included on Line 38.

C. PERFORMANCE MEASURES

Line 40. Average Weeks Participated

Enter the average number of weeks of participation in the grant recipient's project for all terminees. Weeks of participation include the period from the date an individual becomes a participant in the project through the date of a participant's

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last receipt of Basic Readjustment Services and/or Retraining.

Exclude the single period of up to 90 days during which an individual may remain in an inactive status prior to termination. Time in inactive status for all terminees should not be counted toward the actual number of weeks participated. Inactive status is defined as that period between "last receipt of Basic Readjustment Services and/or Retraining under the project" and actual date of termination. (See Line 11.)

To calculate this entry: Count the number of days participated for each terminee, including weekends, from the start date of his/her participation in the project until his/her last receipt of Basic Readjustment Services and/or Retraining under the project. Divide this result by 7. This will give the number of weeks participated for that terminee. Sum all the terminees' weeks of participation and divide the result by the number of terminees, as entered on Line 11. NOTE: This entry should be reported to the nearest whole week.

Line 41. Average Hourly Wage--Pre-Program

Enter the average hourly pre-project wage for all terminees. In calculating this average, use the hourly wage from the job of dislocation. (Those terminees who had no pre-project employment should not be included in calculating this average.)

To calculate this entry: Sum the pre-project hourly wage for all terminees included on Line 11. Divide the result by the number of terminees shown on Line 11 minus the number of terminees who had no pre-project employment. NOTE: For all calculations, use the hourly wage regardless of whether the individual was employed full- or part-time.

Line 42. Average Hourly Wage at Termination

Enter the average hourly wage at termination for the total number of terminees included on Lines 12 through 14. At termination, when it has been determined that the participant is employed, but no hourly wage can be obtained, such participant should be excluded when calculating this line entry.

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To calculate this entry: Sum the hourly wage at termination for all the terminees included on Lines 12 through 14. Divide the result by the total number of terminees shown on Lines 12 through 14 (minus the number of terminees on Lines 12 through 14 for whom no hourly wage can be obtained).

Hourly wage includes any bonuses, tips, gratuities and commissions earned.

D. FOLLOW-UP INFORMATION

This section displays information based on follow-up data which must be collected through participant contact to determine an individual's labor force status and hourly wage, if any, during the 13th full calendar week after termination and the number of weeks s/he was employed during the 13-week period.

In order to ensure consistency of data collection and to guarantee the quality of the follow-up information, follow-up procedures must satisfy certain criteria. (See the Follow-up Guidelines included in these DWSPR instructions, Appendix A.) Other procedures used to

collect the follow-up data are at the discretion of the grant recipient.

NOTE: Every precaution must be taken to prevent a "response bias" which could arise because it may be easier to contact participants who were employed at termination than those who were not and because those who entered employment at termination are more likely to be employed at follow-up. Special procedures have been developed by which grant recipients can monitor response bias. If your response rates for those who were and were not employed at termination differ by more than 5 percentage points, the follow-up entries for the DWSPR must be calculated using the "Worksheet for Adjusting Follow-up Performance Measures" in the Follow-up Technical Assistance Guide. IF THE RESPONSE RATES DIFFER BY 5 PERCENTAGE POINTS OR LESS, the following instructions for completing Lines 43 through 47 may be used.

Line 43. Employment Rate at Follow-up

Enter the Employment rate at follow-up.

Calculate the employment rate by dividing the total number of

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respondents who were employed (full-time or part-time) during the 13th full calendar week after termination by the total number of respondents (i.e., terminees who completed follow-up interviews). Then multiply the result by 100. This entry should be reported to the nearest one decimal (00.0).

Line 44. Average Hourly Wage at Follow-up

Enter the average hourly wage of those employed (full-time or part-time) at follow-up.

To calculate this entry: Sum the hourly wage (and, if appropriate, add tips, overtime, bonuses, etc.) of each respondent employed at follow-up. Divide the sum of hourly wages for all respondents employed during the 13th full calendar week after termination by the number of respondents employed at the time of follow-up. Respondents not employed at follow-up are not included in this average.

Include any wages, bonuses, tips, gratuities, commissions and overtime pay earned.

Line 45. Average Number of Weeks Worked in Follow-up Period

Enter the average number of weeks worked in follow-up period.

To calculate the average number of weeks worked (full-time or part-time), divide the sum of the number of weeks worked during the 13 full calendar weeks after termination for all respondents who worked, by the total number of all respondents, whether or not they worked any time during this 13-week follow-up period. This entry should be reported to the nearest one decimal (00.0).

Line 46. Sample Size

Enter the size of the actual sample selected to be contacted for follow-up.

NOTE: Report the total number of terminees selected for contact, including both respondents and nonrespondents. Only those deceased, institutionalized (e.g., in hospitals, prison, nursing homes), or severely incapacitated and unable to be interviewed for the entire follow-up period can be excluded from

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the sample. Also exclude terminees who are members of the Armed Forces serving overseas in Operation Desert Shield/Storm, effective 8/2/90. Any terminee excluded from the follow-up sample should be replaced, if needed to assure the minimum sample size is used. (See Appendix A.)

Line 47. Response Rate

Enter the overall response rate, i.e., the percentage of complete surveys obtained.

To calculate the overall response rate, divide the number of terminees with complete follow-up information by the total number of terminees included in the follow-up sample (Line 46) and multiply by 100. This entry should be reported to the nearest whole percent.

NOTE: Complete follow-up information consists of substantive answers to the required follow-up questions and may not include "don't know", "no answer" or "don't remember".

E. PROGRAM SERVICES/ACTIVITIES

This section displays information relevant to program services and activities under the DWS project.

Line 48. Received Basic Readjustment Services ONLY

Enter the total number of terminees, regardless of type of termination, who received Basic Readjustment ONLY, (i.e. received no retraining) as indicated in Section 314(c) of the Act.

Individuals who receive only outreach and/or intake and initial assessment services or Rapid Response assistance are not participants/terminees.

Line 49. Received ANY Retraining Activity

Enter the total number of terminees, regardless of type of termination, who received ANY Retraining activity included in Section 314(d) of the Act, **whether or not such Retraining was completed.** These terminees may or may not have received Basic

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Readjustment Services.

NOTE: The sum of Lines 48 and 49 should equal Line 11.

Line 50. Received Services -- Classroom Training: Basic Education or Attained GED

Line 51. Other Classroom Training

Line 52. On-the-Job Training

Line 53. Relocation

Line 54. Out-of-Area Job Search

Line 55. Needs-Related Payments

Line 56. Supportive Services

Enter the total number of terminees for whom EACH of these program service classifications apply. A terminnee should be included in ALL appropriate categories funded under this project.

Basic Education in Line 50 includes remedial reading, writing, mathematics, and/or English for non-English speakers. Attainment of a GED or a high school diploma upon completion of any training also should be included. (A terminnee may be counted only once in this line item, as appropriate.)

Needs-Related Payments (Line 55) are provided to individuals to

enable them to participate in training/education activities under the project, because they did not qualify or had ceased to qualify for Unemployment Compensation, as specified in Section 314(e) of the Act.

Supportive Services (Line 56) are provided to individuals that require such services to enable them to participate in activities under the project, but who could not afford to pay for such services. Supportive Services include, but are not limited to, such services as:

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Transportation  
Health Care  
Child Care  
Housing or Rental Assistance  
Counseling: Personal, Financial or Legal

Line 57. Completed Classroom Training: Basic Education or Attained GED

Line 58. Completed On-the-Job Training

Line 59. Completed Other Occupational Skills Training

Enter the total number of terminees, for whom each of these Retraining completion/attainment classifications apply. A terminee should be included in all appropriate categories.

NOTE: Basic Education in Line 57 includes remedial reading, writing, mathematics and/or English for non-English speakers. Attainment of a GED or a high school diploma upon completion of any training also should be included. (A terminee may be counted only once in this line item, as appropriate.)

Line 60. Received Average Weekly Needs-Related Payment--\$0-49

Line 61. --\$50-125

Line 62. --over \$125

Enter the number of terminees whose average weekly needs-related payment falls into each of the listed ranges. Do not include terminees who did not receive needs-related payments under this DWS project.

To compute the average weekly needs-related payment, sum the needs-related payments received by the terminnee during participation in the DWS project, and divide by the total of number of weeks participated in the DWS project.

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SECTION III. PROGRAM INCOME; RECIPIENT/SUB-RECIPIENT FUNDS  
EXPENDED FOR GRANT PURPOSES

Data on Lines 63 through 65 should be reported only at grant completion.

Line 63. Program Income Earned (Section 627.450)

Enter the amount of program income earned from the inception of the grant through the end of the reporting period.

Line 64. Program Income Expended (Section 627.450)

Enter the amount of program income expended from the inception of the grant through the end of the reporting period.

Line 65. Recipient/Sub-Recipient Funds Expended for Grant  
Purposes

Enter the amount of non-Federal funds expended for grant purposes from the inception of the grant through the end of the reporting period. These funds are to be reported for use as "stand-in" costs as defined at Section 627.480(g).

## Appendix A

### Follow-up Guidelines

To ensure consistent data collection and as accurate information as possible, procedures used to obtain follow-up information must satisfy the following criteria:

- \* Participant contact should be conducted by telephone or in person. Mail questionnaires may be used in those cases where an individual does not have a telephone or cannot be reached.
- \* Participant contact must occur as soon as possible after the 13th full calendar week after termination but no later than the 17th calendar week after termination.
- \* Data reported are to reflect the individual's labor force status and earnings during the 13th full calendar week after termination and the number of weeks s/he was employed throughout the 13-week period after termination.
- \* Interview questions developed by DOL (see following Exhibit) must be used to determine the follow-up information reported on the DWSPR. Respondents must be told that responding is voluntary and that information provided by them will be kept confidential. Other questions may be included in the interview. Attitudinal questions may precede DOL questions, but questions related to employment and earnings must follow.
- \* Attempts must be made to contact all individuals unless terminnee populations are large enough to use sampling.
- \* At least six attempts may need to be made to contact enough individuals in the follow-up group to obtain the required response rate.

- \* For each project minimum response rates of 80% are required for each of the following two groups of



dislocated workers: those who entered employment at termination and those who did not enter employment at termination. The response rate is calculated as the number of terminees with complete follow-up information divided by the total number of terminees included in the group eligible for follow-up.

#### Terminee Population for Follow-up

Each grant recipient is responsible for conducting a follow-up of all or a sample of participants who have terminated from the project. The "universe" of terminees for the follow-up includes all participants who terminated from the project.

#### Sampling Procedures

Where sampling is used to obtain participant contact information, it is necessary to have a system which ensures consistent random selection of sample participants from all terminees in the group requiring the follow-up.

- \* No participant in the follow-up group may be arbitrarily excluded from the sample.
- \* Procedures used to select the sample must conform to generally accepted statistical practice, e.g., a table of random numbers or other random selection techniques must be used.
- \* The sample selected for contact must meet minimum sample size requirements indicated in Table 1.

The use of sampling will depend on whether the terminee populations are large enough to provide estimates which meet minimum statistical standards. If the number of terminees for whom follow-up is required is less than 138, sampling cannot be used. In such cases attempts must be made to contact all the appropriate terminees.

EXHIBIT

Minimum Postprogram Data Collection Questions

- A. I want to ask you about the week starting on Sunday, \_\_\_\_\_, and ending on Saturday, \_\_\_\_\_, which was (last week/two/three/four weeks ago).
1. Did you do any work for pay during that week?
- \_\_\_\_\_ Yes (Go to 2)
- \_\_\_\_\_ No (Go to C)
2. How many hours did you work in that week?
- \_\_\_\_\_ Hours
3. How much did you get paid per hour in that week?
- \_\_\_\_\_ Dollars per hour
4. How much extra, if any, did you earn in that week from tips, overtime, bonuses, commissions, or any work you did on the side, before deductions?
- \_\_\_\_\_ Dollars
- B. Now I want to ask you about the entire 13 weeks from Sunday, \_\_\_\_\_, to Saturday, \_\_\_\_\_.
5. Including the week we just talked about, how many weeks did you work at all for pay during the 13 week period?
- \_\_\_\_\_ Weeks (Go to end)

ALTERNATIVE QUESTIONS

C. If answered "NO" to Question 1:

Now if I want to ask you about the entire 13 weeks from  
Sunday, \_\_\_\_\_, to Saturday, \_\_\_\_\_.

6. Did you do any work for pay during that 13-week period?

\_\_\_\_\_ Yes (Go to 7)

\_\_\_\_\_ No (Go to end)

7. How many weeks did you do any work at all for pay during  
that 13-week period?

### Minimum Sample Sizes for Follow-up

To determine the minimum number of terminees to be included in the follow-up sample, refer to Table 1 in the following instructions. Find the row in the left-hand column that contains the planned number of dislocated worker terminees. The required minimum sample size is given in the middle column of that row. The last column gives sampling percentages that will assure that the minimum sample size is obtained.

### Correcting for Differences in Response Rates

Different response rates for those terminees who entered employment at termination and those who did not are expected to bias the performance estimates because those who entered employment at termination are more likely to be employed at follow-up. It is assumed that those who were employed at termination are easier to locate than those who were unemployed because the interviewer has more contact sources (e.g., name of employer). The resulting response bias can artificially inflate performance results at follow-up.

To account for this problem, separate response rates should be calculated for those who were employed at termination and for those who were not.

If the response rates of those employed at termination and those not employed differ by more than 5 percentage points, then the "Worksheet for Adjusting Follow-up Performance Measures" in the Follow-up Technical Assistance Guide must be used to correct the follow-up measures.

Table 1  
MINIMUM SAMPLE SIZES FOR FOLLOW-UP

<u>Number of Terminees in Follow-up Population</u>	<u>Minimum Sample Size</u>	<u>Sampling Percentage</u>
1 - 137	All	100
138 - 149	137	94
150 - 159	143	92
160 - 169	149	89
170 - 179	154	87
180 - 189	159	85
190 - 199	164	84
200 - 224	175	82
225 - 249	185	78
250 - 274	194	74
275 - 299	202	71
300 - 349	217	67
350 - 399	229	62
400 - 449	240	57
450 - 499	250	53
500 - 599	265	50
600 - 749	282	44
750 - 999	302	38
1,000 - 1,499	325	30
1,500 - 1,999	338	22
2,000 - 2,999	352	17
3,000 - 4,999	364	12
5,000 or more	383	7.3

## Appendix B

### Definitions of Terms Necessary for Completion of Reports

#### EMPLOYMENT/TRAINING SERVICES

ASSESSMENT -- services are designed to initially determine each participant's employability, aptitudes, abilities and interests, through interviews, testing and counseling to achieve the applicant's employment related goals.

FOLLOW-UP -- is the collection of information on a terminnee's employment situation at a specified period after termination from the program.

INTAKE -- includes the screening of an applicant for eligibility and: (1) a determination of whether the program can benefit the individual; (2) an identification of the employment and training activities and services which would be appropriate for that individual; (3) a determination of the availability of an appropriate employment and training activity; (4) a decision on selection for participation and (5) the dissemination of information on the program.

OUTREACH -- activity involves the collection, publication and dissemination of information on program services directed toward individuals eligible to receive JTPA training and support services.

#### EDUCATION STATUS

LESS THAN HIGH SCHOOL -- An adult or youth: (1) who is not attending school full-time and has not received a high school diploma or a GED certificate; or (2) who has not received a high school diploma or GED certificate and is enrolled in and attending full-time a secondary or postsecondary-level vocational, technical, or academic school or is between school terms and intends to return to school.

HIGH SCHOOL GRADUATE OR EQUIVALENT (No Post-High School) --

An adult or youth who has received a high school diploma or GED Certificate , but who has not attended any postsecondary vocational, technical, or academic school.

POST HIGH SCHOOL ATTENDEE -- An adult or youth who has received a high school diploma or GED certificate and has attended (or is attending) any postsecondary-level vocational, technical, or academic school.

COLLEGE GRADUATE -- A terminee who has received a degree (usually a BA or BS) conferred by a four-year college, university or professional school or an advanced degree from one of these institutions.

#### RACE/ETHNIC GROUP

AMERICAN INDIAN OR ALASKA NATIVE -- A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains cultural identification through tribal affiliation or community recognition.

ASIAN -- A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent (e.g., India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan), or the Pacific Islands. This area includes, for example, Cambodia, China, Japan, Korea, Malaysia, the Philippine Islands, Samoa, Thailand, and Vietnam.

BLACK OR AFRICAN AMERICAN(NOT HISPANIC) -- A person having origins in any of the black racial groups of Africa.

HISPANIC OR LATINO -- A person of Cuban, Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin (including Spain), regardless of race.

NOTE: Among persons from Central and South American countries, only those who are of Spanish origin, descent, or culture should be included in the Hispanic category. Persons from Brazil, Guiana, and Trinidad, for example, would be classified according to their race, and would not necessarily be included in the Hispanic category. Also, the

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Portuguese should be excluded from the Hispanic category and should be classified according to their race.

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER -- A person having

origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.

WHITE (NOT HISPANIC) -- A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

#### OTHER BARRIERS TO EMPLOYMENT

LIMITED ENGLISH LANGUAGE PROFICIENCY -- Inability of an applicant, whose native language is not English, to communicate in English, resulting in a job handicap.

INDIVIDUAL WITH A DISABILITY -- Any individual who has a physical or mental disability which for such individual constitutes or results in a substantial handicap to employment. NOTE: This definition includes disabled veterans for reporting purposes

READING SKILLS BELOW 7TH GRADE LEVEL -- An adult or youth assessed as having English (except in Puerto Rico) reading skills below the 7th grade level on a generally accepted standardized test.

NOTE: The following other methods of determination may be used:

- \* A school record of reading level determined within the last 12 months.
- \* If an applicant is unable to read and therefore cannot complete a self-application for the JTPA/EDWAA program, s/he may be considered to have English reading skills below the 7th-grade level.

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- \* Individuals with any of the following may be considered to have English reading skills above the 7th-grade level:

- A GED certificate received within the last year.



- A degree (usually a BA or BS) conferred by a 4-year college, university or professional school.

If there is any question regarding reading ability, a standardized test should be administered.

#### BENEFITS STATUS

UNEMPLOYMENT COMPENSATION CLAIMANT -- Any individual who has filed a claim and has been determined monetarily eligible for benefit payments under one or more State or Federal unemployment compensation programs, and who has not exhausted benefit rights or whose benefit year has not ended.

#### LABOR FORCE STATUS

UNEMPLOYED 15 OR MORE WEEKS OF PRIOR 26 WEEKS -- An individual who is unemployed at the time of eligibility determination and has been unemployed for any 15 or more of the 26 weeks immediately prior to such determination, has made specific efforts to find a job throughout the period of unemployment, and is not classified as "Not in Labor Force".

UNEMPLOYED -- An individual who did not work during the 7 consecutive days prior to application for a JTPA program, who made specific efforts to find a job within the past 4 weeks prior to application, and who was available for work during the 7 consecutive days prior to application (except for temporary illness).

NOT IN LABOR FORCE -- A civilian 14 years of age or over who did not work during the 7 consecutive days prior to application for a JTPA program and is not classified as employed or unemployed.

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#### VETERANS

A person who served on active duty in the military, naval or air service of the U.S. for (1) a period of more than 180 days and who was discharged or released with other than a dishonorable discharge or (2) was discharged or released from active duty because of a service-connected disability or (3) as a member of a reserve component under an order to active duty pursuant to Section 672(a), (d), or (g), 672, or 673(b) of Title 10, who served on active duty during a period of war or in a campaign or expedition for which a campaign badge is

authorized and was discharged from such duty with other than a dishonorable discharge. (38 U.S.C. 2011(4)).

NOTE: The term "active" means full-time duty in the Armed Forces, other than duty for training in the reserves or National Guard. Any period of duty for training in the reserves or National Guard, including authorized travel, during which an individual was disabled from a disease or injury incurred or aggravated in the line of duty, is considered "active" duty. The term "active" is further defined at 38 USC 101.

VIETNAM-ERA VETERAN -- A veteran, any part of whose active military, naval, or air service occurred between August 5, 1964 and May 7, 1975.

#### PROJECT COSTS

ACCRUED EXPENDITURES -- The allowable charges incurred for the project requiring provision of funds for: (1) goods and other tangible property received; and (2) costs of services performed by employees, contractors, subrecipients and other payees. Include costs for direct payments to participants, as appropriate.

NOTE: These charges do not include "resources on order", i.e., amounts for contracts, purchase orders and other obligations for which goods and/or services have not been received by the grant recipient.

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#### RETRAINING ACTIVITY

CLASSROOM TRAINING: BASIC EDUCATION OR ATTAINED GED -- Includes remedial reading, writing, mathematics and/or English for non-English speakers. Includes training for the attainment of high school diploma or GED.

OTHER CLASSROOM TRAINING -- Includes vocational education which is designed to provide individuals with the technical skills and information required to perform a specific job or group of jobs. NOTE: For reporting purposes, excludes On-the-Job Training.

ON-THE-JOB-TRAINING -- Training in the public or private sector

given to an individual, who has been hired first by the employer, while s/he is engaged in productive work which provides knowledge or skills essential to the full and adequate performance of the job.

#### SUPPORTIVE SERVICES

TRANSPORTATION -- A supportive service which is arranged or financed for participants to ensure mobility between home and the location of employment, training, and/or other supportive services.

HEALTH CARE -- Includes, but is not limited to, preventive and clinical medical treatment, voluntary family planning services and appropriate psychological and prosthetic services, to the extent any such treatments or services are necessary to enable a participant to obtain or retain employment.

CHILD CARE -- A service or support which helps parent(s) meet their child care needs. Child care ranges from day care outside the home or in-house to after-school programs (outside the home or in-house). It usually includes supervision and shelter, and may include subsistence and transportation.

HOUSING OR RENTAL ASSISTANCE -- A supportive service which assists participants in maintaining or obtaining adequate

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shelter for themselves and their families while they are receiving employment training or other supportive services.

COUNSELING: PERSONAL, FINANCIAL OR LEGAL -- The process of assisting participants in realistically assessing their needs, abilities and potential; of providing guidance in the development of vocational goals and the means to achieve them and of helping with the solution of a variety of personal problems occurring during participation in the project.